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**Subject: Electric Breast Pumps**

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Effective Date: October 1, 2004

Revised from:

Policy: Electric breast pumps and collections kits can be provided to WIC clients in the following situations:

- ❖ Mother or infant is hospitalized
- ❖ Premature infant unable to nurse effectively
- ❖ Infant with a severe feeding problem (e.g. cleft lip or palate)
- ❖ Infant is sick and unable to nurse
- ❖ Mother is sick for an extended period of time and/or on medication that is contraindicated for breastfeeding. The electric pump will allow breastmilk supply to be maintained until the infant can safely return to breastfeeding.
- ❖ Separation of mother and infant for more than 24 hours
- ❖ Mother of twins or other multiples
- ❖ Mother is physically unable to hand express or use a manual breast pump
- ❖ Home visit for engorgement (one time or overnight use only – contract must be completed for over night use)
- ❖ Relactation
- ❖ IBCLC determining a need

**Procedure:**

1. The clinic breastfeeding coordinator/designee must:

- a. Ensure the client is on the WIC program as breastfeeding before issuing an electric breast pump.
- b. Educate client/designee on pumping frequency to maintain milk supply. Provide additional information or print materials as needed.
- c. Assure the client /designee is able to assemble and disassemble and clean the pump.
- d. Instruct client on how to use the pump including parts replacement (how to order replacement parts) and/or equipment needed to operate the pump (e.g. batteries, filters, disposable plastic bags, etc.)
- e. Instruct client/designee to discontinue the use of the pump if discomfort occurs.
- f. Document the issuance and reason the client needs the pump in a KWIC Wizard (recertification if appropriate or the 2C, Follow Up, or RD wizard.) and on the Breast Pump Issuance Log (see Forms Section.) The KWIC Administrator should add Staff Reminder “Review Breast Pump Agreement” to the Notices Tab to use as a reminder for staff to check with the client issued a breast pump at each subsequent visit about usage, problems and questions.

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- g. Review and have client complete the Electric Breast Pump Loan Agreement (see Forms Section), provide client with a copy, and file clinic's copy. (In a notebook designated for breastfeeding forms or in the check stub file.)
    - h. Follow up with the client regarding any questions or concerns. A contact must be made with a woman issued an electric breast pump at every check pickup. Use the Notices Tab as in f. above for staff reminders.
2. Document a follow-up contact (phone call) within one week to clients who receive an electric breast pump.
3. The breastfeeding coordinator/designee must report the loss or damage of electric breast pumps to the State WIC Office.
4. Steps to follow when an electric breast pump is returned.
  - a. Only electric pumps are to be returned. Collection kits are for individual use only and should NOT be returned to the WIC Program.
  - b. Enter return information on the Breast Pump Issuance Log and in the client's KWIC record (use the Follow Up Wizard in KWIC.) Mark the Staff Reminder "Review Breast Pump Agreement" as completed on the Notices Tab.
  - c. Clean the exterior surface of the electric breast pump exterior with a mild bleach solution or other disinfectant. Spray the outside of pump and wipe with a clean cloth. Replace missing parts if necessary.
  - d. Provide a new collection kit.
  - e. Store electric breast pumps and collection kits in a secure area.
5. Accountability and security of electric breast pumps:
  - a. The breastfeeding coordinator/designee is responsible for the care, security, and return of electric breast pumps.
    - All electric breast pumps and attachment kits must be stored in a secure area.
    - All electric attachment kits must be stored in original, unopened packaging.

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- b. The client and WIC employee must sign the Electric Breast Pump Loan Agreement (See Forms Section.) File copy of the agreement in a notebook designated for breastfeeding forms or in the check stubs file.
  - c. The breastfeeding coordinator/designee is responsible for the tracking and inventory of electric breast pumps at the client's subsequent visits.
6. The breastfeeding coordinator/designee may recall an electric breast pump for an infant/client with a higher priority.